



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened November 2nd, 2021, 7:30pm

- Chairperson, Brant Dunlap called the meeting to order on November 2nd, 2021 at 7:30pm.
- Pledge of Allegiance.
- **Roll Call:**
 - **Committee Members Present:**
 - Alan Vlacich
 - Brant Dunlap
 - Chris Metcalf
 - Courtney Dunlap
 - James Jontz
 - Janet Benjamin
 - Joss Rogers
 - Larry Chiles
 - Leland Glauz
 - Sandy Fielding
 - Wende Lee
 - **Committee Members Absent:**
 - Bill Cullinane (NV)
 - Bill Glazier
 - John Vandercook
 - Joss Rogers
 - Lisa Henderson
 - Sara Cullinane (NV)
 - Sharon Mitchell (NV)
 - Steve Fillingham
 - **Council Liaison Present:**
 - Evelyn Zneimer
 - **City Staff Liaison Present:**
 - Sheila Pautsch
- Public Comments: None
- City Staff Comments: Council Member Zneimer commented that she is amazed by construction efforts and all the information that's going out with the emails.
- Staff Comment: None



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened November 2nd, 2021, 7:30pm

- Motion to approve the Minutes from October 5th by Wende Lee, Second by Larry Chiles. All in favor.
- Approval of Treasurers Report: Sandy thanked Brant for writing and depositing checks while she was gone. We went through a lot of money this last month, so \$20,000 has been transferred. Motion to approve the Treasurer's Report as presented, Janet Benjamin, second by Leland Glauz.
- Event & Site: James reported that we need a new tarp for the side tent. There are still some little things to be fixed. We need to get the power for the souvenir booth fixed, there's been issues and also the panel has been having issues. The night lights need to get up and running 100% before deco week.
- Design: James reported we have no 2022 updates at this time. We need to start planning for 2023. Tournament sent out a theme hint during a zoom meeting, but James did not receive the video. Janet asked if we need a variance on the City Sign, James said they want to see it on a rendering but in the past, we have never done it. He told Tournament we never have it on our rendering, we don't know until we build. Brant suggested we email Susie and let her know we can't tell her that information until December. James said they have never asked for this before.
 - Brant or Courtney will email Kevin Keenan and ask for the theme announcement for 2023.
- Construction: Joss was not present, but emailed Brant. Joss reported that we have new volunteers, last Saturday we had more welders than machines which is kind of a nice problem. T1 went great, we have some minor things to fix but nothing major. We have Cal Poly alum helping with welding and hydraulics and it has been nice to have them. Foaming will happen before Thanksgiving. There is no TOR photo day, Joss suggested we ask Bill or Taggart to do our own photo. T2 will be December 4th.
- Decoration: Janet reported that Deco is going well, chicken wire has started, and sheeting will happen once all welding are done. Chris got one of the birds, Gidget cocooned and painted her face, giving the tent some attention with her upfront. Hoping to cocoon in the next few weeks. Chris is working with floral providers to see where we are at with everything. This morning we had the Chamber shop talk with Alana and John via zoom. Lots of questions were asked. We will host our annual Chamber coffee on December 10th at 8am for about an hour. Joss asked Janet to bring up that Sierra Madre



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened November 2nd, 2021, 7:30pm

is having a Bingo Night for a fundraiser this coming Saturday, Joss has the flier if anyone would like to go, it is a drag queen bingo with a \$20 door donation.

- Chris reported he got some prices down, not on roses yet but hoping to stay under \$15,000. We have bought out all brown roses in South America. Our Square Footage isn't set so hoping for final numbers soon to better order supplies. Janet said steel is 3x the amount, so are flowers as well as the cost of shipping, floral will be over budget. There are no more corners that we can cut, they are doing all they can to get what we need. We still really need Pokey balls, please help use collect them. Larry got pinecones up in Mammoth 2 times and collected tons.
- **Miscellaneous Fundraisers:** Sandy reported See's Candy orders are due ASAP because they are closed the week of Thanksgiving. She wants orders before Thanksgiving so that candy can be picked up the end of the 1st week of December. Chris will put the information on Facebook. Janet recommended she call and ask how long it would take once we order to see if we can collect orders after Thanksgiving.
 - Wende shared that we have \$1400 in tent sponsors which is 7 banners. Banners will come to the site Saturday. Janet suggested we get them up during a weekday, instead of a weekend workday.
- **Direct Mail:** Wende reported that vendor supply is tough right now for her business so there's some delay. She's hoping next week we will send out about 2,000 letters; some addresses did get taken off.
- **Crunch Time Party:** Wende reported our event will be in person on December 29th. Individual tickets are \$60, no table sales, maximum 125 people. Tables will most likely be 6-8 people. We will require proof of vaccination, and we will still wear mask unless eating or drinking. We will have a South Pasadena resident, Waverly LA catering our dinner. She was recommended through the Chamber. There will be an online auction like last year, there are already some items listed. There will be an email sent out to past people who have purchased tables, letting them know they can have 4 seats reserved for them but they need to RSVP before its released. SP Chamber put us on their calendar today. Ellen Torres is taking care of ticket sales, emails will go out next week contact her if you would like to attend. Really relying on the online auction. Wende and her team will work on logistics of layout and pricing. There is a possibility of no side tent.
 - Alan asked if \$60 is enough to charge if the caterer is charging \$45 per person. Larry also expressed concerned that \$60 isn't enough to cover cost. Wende said



Minutes of the Meeting of the South Pasadena Tournament of Roses Committee

Meeting convened November 2nd, 2021, 7:30pm

they are going to stay at \$60 if it covers all cost of the event. Brant suggested we re-evaluate the \$60 after we look at all the cost.

- Wine was donated via SPEF but it has not been taste tested yet, it was temperature controlled.
 - Alan asked if it will be assigned seating, Wende confirmed yes it will be assigned. Alan asked why someone can't buy a whole table. Wende said you can buy as much as you would like but there's no discount for buying a table. Wende and her team will work on logistics of layout and pricing. Possibility of no side tent.
-
- Farmers Market: Wende reported it's been a great publicity exposure for us. We have 1 more to go and its next week, were lacking volunteers so let Joss or Wende know if you can go and help. Sharon had ideas that would be great to have at the site.
 - Courtney suggested to have See's Candy forms at the Farmers Market next week.
 - Alan said he talked to Joss over the weekend and talked about the 3D design we had, and Alan got to view it. Buzz created it and it was fun for people to see it. It's something we can have during the deco weeks.
-
- Raffle Tickets: Alan reported that there are 180 tickets out being sold by people. He gives them tickets to sell so it's not all on him selling. Sally Kilby took 15 tickets and has sold them and asked for 5 more. Some of our City Staff is participating, and everyone is helping. Brant mentioned that Sally was at the Council Meeting last month and was collecting tickets prior to the meeting start, great of her to support us. Chris said please send him the copy of the ticket and all information so he can put it up on Facebook. Chris also asked if we could have them be bought on the website, Brant said there needs to be a contact name and phone so selling on the website may not be a good idea, however advertisement is a great idea. Alan mentioned that Bill Glazier did write an article about the Raffle and Alan got 4 people that day contacting him.
-
- Parade & Game Tickets: None
-
- Publicity: Bill emailed Brant, there was an article sent out in November. He will continue to support us. Another article goes out tomorrow or Saturday about our T1. As always please send him an email if you have anything to be sent out.
-
- Website: None



**Minutes of the Meeting of the South Pasadena Tournament of
Roses Committee**

Meeting convened November 2nd, 2021, 7:30pm

- Social Media: Chris reported sharing about LeVar Burton was huge traffic for us. November 30th at 5:30am we will have Gayle Anderson from KTLA at the tent so we will advertise that a few days prior. It will be on the 6am news and she will stay until about 11am. If you can come, please wear float apparel. Burbank and LaCanada have already had their story with her done last month.
- Comments from the Chair: Brant thanked the Kiwanis for Saturday's BBQ. They came to the site lead by Alan and about 8 other members and it was great. We had about 20 people working so it was a nice large work group. Alan offered to do it again.
- Meeting adjourned at 8:32pm. The next meeting will be on Tuesday, December 7th, 2021 at 7:30pm.

DocuSigned by:

Brant Dunlap

AA0C507A66D3462...

12/2/2021

Approved: _____ Date: _____

Committee Chairperson